

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the primary procurement document for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPhilGEPs) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM

APP-CSE 2026 FORM

Appendices:

- 1.0 The APP-CSE form must be downloaded using Microsoft Word format. The APP-CSE shall be deemed incorrect or invalid if the form used is either than the prescribed format which is downloadable from the mPhilGEPs and Downloadable name of PS-DBM website <https://www.mphilgeps.com.ph>.
- 2.0 Kindly refer to the CSE attributes on the PS-DBM website <https://www.mphilgeps.com.ph> for the detailed technical specifications and sample photos of the items.
- 3.0 For items not included on the list of PART I, a separate form with the name APP-CSE 2026 Form - Other Items, can be fill-out through this link: <https://forms.mphilgeps.com.ph/other-items>
- 4.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhilGEPs account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 5.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPs account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 6.0 Please be advised that modifications to product codes may be implemented without prior notification. Should such changes occur, it will be necessary for agencies with CSE requirements to edit and submit a supplemental APP-CSE on their mPhilGEPs account.
- 7.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2554206 (Smart) or 0962-8255199 (Smart), or email support@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.
- 8.0
- 9.0

Note: The APP-CSE for FY 2026 must be submitted on or before 31 August 2025.

Department/Bureau/Office: EDSA-ENRDO, Super E&S
Region: Central
Address: Palawan Provincial
Zip Code: 5400

Agency Code/ICS: 10 001 05 00072
Organization Type: NATIONAL GOVERNMENT AGENCY (NGA)

Contact Person:
Position: Procurement Officer
Email: procurement@ps-philgeps.gov.ph
Telephone/Mobile No: 09075942268

JEAN H. MOSLAHO
Designated Property Officer
Email: jean.h.moslaho@ps-philgeps.gov.ph
09075942268

Item # Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year		Unit Price as of May 14, 2025	Total Amount for the year								
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	Jul	Aug	Sept	Q3	Oct	Nov			Dec	Q4						
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	1211601-AL-504	ALCOHOL, Ethyl, 500 ml	bottle	15	15	15	45	2,562.90	10	10	10	30	1,668.60	15	15	15	45	2,562.90	20	15	50	2,781.00	170	55.62	9,455.40	
2	1211601-AL-503	ALCOHOL, Ethyl, 1 gallon	gallon	20	10	10	40	14,988.00	15	5	5	25	9,991.25	10	10	10	30	10,972.50	5	5	5	15	5,086.75	110	362.45	39,969.25
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	6012141-CB-F01	CLEARBOOK, A4 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	36.52	0.00	
4	6012141-CB-F02	CLEARBOOK, Legal Size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	38.22	0.00	
5	6012154-ER-F01	ERASER, pencil/white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	9.34	0.00	
6	6012154-SP-001	SCION PEN, Extra Fine Tip, Black	piece	5	5	5	15	406.65	5	5	5	15	406.65	5	5	5	15	406.65	5	5	5	15	406.65	60	22.11	1,326.60
7	6012154-SP-002	SCION PEN, Extra Fine Tip, Blue	piece	5	5	5	15	406.65	5	5	5	15	406.65	5	5	5	15	406.65	5	5	5	15	406.65	60	22.11	1,326.60
8	6012154-SP-003	SCION PEN, Extra Fine Tip, Red	piece	2	2	2	6	102.66	2	2	2	6	102.66	2	2	2	6	102.66	2	2	2	6	102.66	24	27.11	650.64
9	6012154-SP-004	SCION PEN, Fine Tip, Black	piece	5	5	5	15	463.65	5	5	5	15	463.65	5	5	5	15	463.65	5	5	5	15	463.65	60	30.91	1,854.60
10	6012154-SP-005	SCION PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	30.91	0.00	
11	6012154-SP-006	SCION PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	30.91	0.00	
12	6012154-SP-007	SCION PEN, Medium Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	63.62	0.00	
13	6012154-SP-008	SCION PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	63.62	0.00	
14	6012154-SP-009	SCION PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	63.62	0.00	
15	6012154-WP-F01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	103.62	0.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	45121517-DC-C02	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	23,977.05	0.00	
17	4511169-40-F01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	14,808.82	0.00	
BATTERIES AND CELLS AND ACCESSORIES																										
18	28111702-BT-F02	BATTERY, dry cell, size AA	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	20.80	0.00	
19	28111702-BT-F01	BATTERY, dry cell, size AAA	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	18.61	0.00	
CLEANING EQUIPMENT AND SUPPLIES																										
20	47131812-BF-A01	AIR FRESHENER	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	128.67	0.00	
21	4713169-40-F01	BROOM (Vibla Timbo)	piece	5	5	5	15	1,600.05	0	0	0	0	0.00	5	5	5	15	1,600.05	5	5	5	15	1,600.05	45	3,700.15	5,700.15
22	4713169-40-F01	BROOM (Vibla TRY-tyg)	piece	3	3	3	9	227.51	3	3	3	9	227.51	3	3	3	9	227.51	3	3	3	9	227.51	36	26.39	860.04
23	47131823-BT-C01	CLEANER, Toilet Bowl and Urinal	bottle	10	10	10	30	1,296.60	10	10	10	30	1,296.60	10	10	10	30	1,296.60	10	10	10	30	1,296.60	120	42.22	5,066.40
24	47131805-CL-F01	CLEANER, Scenting Powder	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	46.22	0.00	
25	47131811-CE-B02	DETERGENT BAR	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	9.48	0.00	
26	47131811-CE-F03	DETERGENT POWDER, all purpose	pouch	10	10	10	30	1,646.70	10	10	10	30	1,646.70	10	10	10	30	1,646.70	10	10	10	30	1,646.70	120	54.89	6,586.80
27	47131803-OS-A01	DISINFECTANT SPRAY	can	15	15	15	45	6,390.10	0	0	0	0	0.00	15	15	15	45	6,390.10	10	10	10	30	4,250.40	120	14,438	17,680.80
28	47131691-OU-F01	DUST PAN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	47.50	0.00	
29	47131803-FM-F02	IRON OXIDE, paint type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	314.41	0.00	
30	47131803-FC-A01	PAINTING CLEANER	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	143.51	0.00	
31	77101611-HF-L01	HAND SOAP, liquid, 500ml	bottle	20	0	0	5	1,090.00	10	0	10	20	972.00	5	5	0	10	486.00	25	0	10	35	1,250.00	90	48.60	3,078.00
32	47121801-HF-B01	HOP BUCKET	unit	0	10	0	10	25,223.20	0	0	0	0	0.00	0	2	0	2	4,444.64	0	2	0	2	4,444.64	14	32,512.32	32,512.32

7	4322462-9F-007	Development software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
8	4322585-9F-008	Education or reference software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
9	4322645-9F-009	3rd-party specific software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
10	4322581-9F-016	3rd-party end-user software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
11	4322721-9F-010	Network applications software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
12	4322805-9F-011	Network management software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
13	4322965-9F-012	Networking software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
14	43223004-9F-013	Operating environment software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
15	43223205-9F-014	Security and protection software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
16	43223405-9F-015	Utility and service driver software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
17	80141505-15-066	Electrical Equipment Software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
18	80141505-15-067	System Management Software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00

AIRLINE TICKETS (Notes: Please indicate price of item)																								
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1	80141505-15-061	AIRLINE TICKET 5 (ECONOMIC)	ticket	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
2	80141505-15-062	AIRLINE TICKET 5 (INTERNATIONAL)	ticket	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00

MOTION VEHICLE (Notes: Please indicate price of item) Please refer to the Budget Circular No. 2025-1, Division of Publishing or the Acquisition, Util, Control and Management of Government Motor Vehicle

1	80141505-15-066	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
2	80141505-15-068	ALTERNATE FUELED VEHICLE (AFV)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
3	80141505-15-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
4	80141505-15-062	ASSEMBLED PASSENGER JEEP/TYRE VEHICLE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
5	25101503-BA-V01	BUS (ENTRY LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
6	25101503-BA-V02	BUS (MID LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
7	25101503-BA-V03	BUS (TOP LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
8	25101503-CA-V01	CAR (SEDAN OR HATCHBACK) (ENTRY LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
9	25101503-CA-V02	CAR (SEDAN OR HATCHBACK) (MID LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
10	25101503-CA-V03	CAR (SEDAN OR HATCHBACK) (TOP LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
11	25101503-HB-V01	MINI BUS (ENTRY LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
12	25101503-HB-V02	MINI BUS (MID LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
13	25101503-HB-V03	MINI BUS (TOP LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
14	80141505-15-063	MOTORCYCLE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
15	25101503-HA-V01	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
16	25101503-PA-V01	PASSENGER VAN (ENTRY LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
17	25101503-PA-V02	PASSENGER VAN (MID LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
18	25101503-PA-V03	PASSENGER VAN (TOP LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
19	25101503-PE-V01	PICK-UP TRUCK (ENTRY LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
20	25101503-PE-V02	PICK-UP TRUCK (MID LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
21	25101503-PE-V03	PICK-UP TRUCK (TOP LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
22	25101503-SP-V01	SPORTS UTILITY VEHICLE (ENTRY LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
23	25101503-SP-V03	SPORTS UTILITY VEHICLE (TOP LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
24	80141505-15-068	TWO-WHEEL VEHICLE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
25	25101503-JT-V01	UTILITY VAN (ENTRY LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
26	25101503-JT-V02	UTILITY VAN (MID LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
27	25101503-JT-V03	UTILITY VAN (TOP LEVEL)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00

CLOUD COMPUTING SERVICES (Note: Please indicate price of item)																								
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1	80141505-15-069	CLOUD COMPUTING SERVICES	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00
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PART 11. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Notes: Please indicate price of item)

1	80141505-15-072	AIR CONDITIONING UNIT, 1.0 HP, CEILING TYPE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00	
2	80141505-15-078	AIR CONDITIONING UNIT, 1.0 HP, SPLIT TYPE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00	
3	80141505-15-075	AIR CONDITIONING UNIT, 1.0 HP, WALL TYPE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00	
4	80141505-15-011	AIR CONDITIONING UNIT, 1.0 HP, WINDOW TYPE	unit	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00	
5	80141505-15-073	AIR CONDITIONING UNIT, 1.5 HP, CEILING TYPE	unit	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00	
6	80141505-15-079	AIR CONDITIONING UNIT, 1.5 HP, SPLIT TYPE	unit	0	0	3	0	0	3	160,000.00	0	0	0	0	0	0	4	0	0	4	144,000.00	0	0	7	282,000.00
7	80141505-15-076	AIR CONDITIONING UNIT, 1.5 HP, WALL TYPE	unit	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00	
8	80141505-15-070	AIR CONDITIONING UNIT, 1.5 HP, WINDOW TYPE	unit	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00	
9	80141505-15-074	AIR CONDITIONING UNIT, 2.0 HP, CEILING TYPE	unit	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00	
10	80141505-15-080	AIR CONDITIONING UNIT, 2.0 HP, SPLIT TYPE	unit	0	0	2	0	0	2	89,600.00	0	0	0	0	0	0	0	0	0	0.00	0	2	0	44,800.00	
11	80141505-15-077	AIR CONDITIONING UNIT, 2.0 HP, WALL TYPE	unit	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0.00	0.00	
12	80141505-15-071	AIR CONDITIONING UNIT, 2.0 HP, WINDOW TYPE	unit	0	0	2	0	0	2	81,000.00	0	0	0	0	0	0	0	0	0	0.00	0	2	0	40,500.00	

